

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Tool Name:</b> 2.X Fingerprinting	<b>Effective Date:</b> TBD
	<b>Reference:</b> Ch. 8 Unlicensed Placements; Ch. 10 Adoption; Ch. 12 Foster Care Licensing	<b>Version:</b> 1

### **Preparing the Family for Fingerprinting**

The FCM should explain the following to the family:

1. For unlicensed placements and adoptions, all persons (except DCS wards) living in the household aged 14 and older must be fingerprinted. For foster licensing, all persons (except DCS wards) living in the household age 14 and older must be fingerprinted plus any employees and/or volunteers who will have regular and continuous contact with foster children.
2. Fingerprinting must occur at an Indiana State Police (ISP) post (or local law enforcement office if an agreement exists between that office and the local DCS office).
3. Each person being printed must have a valid, government-issued identification document with them (i.e. driver's license, social security card, birth certificate, passport, visa, etc.)
4. For unlicensed placements, there is no fee for processing fingerprint cards. For foster licensing and adoptions, there is a \$39 fee for each applicant and a \$33 fee for each household member fingerprint card processed. See [Fingerprint Processing Cost](#) (in this document) for details.
5. One copy of all completed forms must be presented to the law enforcement agency (LEA) at the time of fingerprinting.
6. After taking the fingerprints, LEA will give the completed fingerprint cards of all household members to the primary applicant. The applicant is responsible for returning the cards, along with one copy of all of the completed forms (and payment, if applicable) to the local DCS office or LCPA.

### **Completing the Fingerprinting Forms**

1. DCS/LCPA completes all blank areas and checks the appropriate boxes on the form "Information Concerning Background Checks"
2. DCS/LCPA completes the information inside the box titled "to be completed by DCS Family Case Manager" on the top of the Primary Substitute Caregiver form (or "Primary Foster/Adoptive/ICPC Applicant" form) and the top of the Additional Household Member form (or "Household Member/Employee/Volunteer" form).
3. DCS/LCPA provides the household's primary applicant the "Information Concerning Background Checks" form and the "Primary Substitute Caregiver" form (or "Primary Foster/Adoptive/ICPC Applicant" form)
4. DCS/LCPA makes as many copies as needed of the form "Additional Household Member" (or "Household Member/Employee/Volunteer" form) and provides them to the primary applicant. Reminder: For foster licensing, a copy of this form must be provided for any of the prospective foster home's employees and/or volunteers who will have regular and continuous contact with foster children.
5. The primary applicant completes all remaining information on the form "Primary Substitute Caregiver" form (or "Primary Foster/Adoptive/ICPC Applicant" form).
6. All other household members aged 14 and older (other than the primary applicant) complete all remaining information on the "Additional Household Member" forms (or all

other household members aged 14 and older plus all employees and volunteers complete all remaining information on the “Household Member/Employee/Volunteer” forms).

7. DCS/LCPA provides the primary caregiver with one photocopy of all completed forms and retains the originals for DCS files.

### **Where to Go for Fingerprinting**

Fingerprints must be taken at an Indiana State Police (ISP) post or at a local law enforcement office if that office has an agreement with the local DCS office. Visit [www.in.gov/isp/districts/](http://www.in.gov/isp/districts/) to view a map of existing State Police Posts along with addresses and contact information. Local DCS office directors are responsible for creating written agreements with local law enforcement offices. See [Sample LEA Fingerprint MOU](#) for a template to use to create an agreement between a local DCS office and a local LEA office.

### **At the Time of Fingerprinting**

1. The primary applicant and all other household members (and where applicable, employees and volunteers) present themselves at the law enforcement office for fingerprinting and:
  - a. Inform LEA that they are there to be fingerprinted for the Department of Child Services.
  - b. Show LEA their forms.
2. LEA provides blank, pre-printed DCS fingerprint cards.
3. The individual being fingerprinted completes all required information on the top half of the fingerprint card including:
  - a. the reason being printed and the corresponding Indiana code cites which are listed below
    - i. Emergency Placement IC 10-13-3-27.5
    - ii. Non-Emergency Placement IC 10-13-3-27.5
    - iii. Adoption IC 31-27-6-2
    - iv. Foster Care Licensing IC 31-27-4-5; and
4. The individual being fingerprinted must show valid identification.
5. LEA administers the fingerprinting.
6. Each individual who is being fingerprinted signs the fingerprint card.
7. LEA signs each fingerprint card and returns it to the individual, along with the individual's DCS form.

### **Processing of Fingerprint Cards (for National Criminal History and Indiana State Juvenile History Reports)**

1. After being fingerprinted at an ISP post or local LEA office, the individual returns the completed fingerprint card, completed forms, and if applicable, payment, to the local DCS office (or LCPA if working through an LCPA for foster licensing or adoption).
2. The local DCS office or LCPA documents the date and time that the cards, forms, and if applicable, payment were received and carefully checks all forms for accuracy. See [Sample Fingerprint Log Sheet](#).
3. The local DSC office or LCPA mails all cards, forms, and if applicable, payment to: Policy Unit Background Checks, Indiana Department of Child Services, 402 W. Washington St. MS 08, Indianapolis IN 46204. *Note to local DCS office or LCPA: It will be necessary to use a sufficiently large envelope to avoid bending, creasing or folding the fingerprint cards. Cards cannot be processed if they do not arrive in good condition.*
4. The DCS central office policy unit delivers the cards to the ISP headquarters at Indiana Government Center North.

5. ISP headquarters forwards the fingerprint card to the Federal Bureau of Investigation (FBI). The FBI conducts the check and returns a report to ISP.
6. The DCS central office policy unit retrieves the Indiana State Juvenile History and National Criminal History reports from ISP headquarters when they become available (usually within a couple weeks).
7. The DCS central office background check unit evaluates the report if the applicant is working through an LCPA for foster licensing or adoption, otherwise this step is left to the local DCS office. See related policies, [10.X Evaluating Background Checks for Pre-Adoptive Placements and Home Studies](#), or [10.X Evaluating Background Checks for Adoption Finalizations](#), or [12.19 License Denials](#).
8. The DCS central office policy unit returns the report to the local DCS office for unlicensed relative placements and foster homes licensed by local DCS offices.
9. The local DCS office evaluates the report for all unlicensed placements and all adoption-related background checks when the applicant is working directly through a local DCS office. For more information, see separate policies: [8.7 Evaluating Background Checks for Unlicensed Placements](#), or [10.X Evaluating Background Checks for Pre-Adoptive Placements and Home Studies](#), or [Evaluating Background Checks for Adoption Finalizations](#).
- 10.

#### **Blank Fingerprint Cards**

Each local DCS office is responsible for restocking nearby State Police posts and local law enforcement offices (with which an MOU exists) with a supply of blank copies of pre-printed DCS fingerprint cards. Replacement cards may be ordered directly through the Federal Bureau of Investigation using the form [Fingerprint Order Form](#) located on the DCS policy web site.

#### **Fingerprint Processing Cost**

- a. Unlicensed Placements: Fingerprinting and Fingerprint-Based National Criminal History checks are conducted at no cost to the individual for *unlicensed placements*. ISP will invoice DCS on a monthly basis.
- b. Foster Licensing, Adoption and ICPC Placements/Adoption: The cost per applicant and employee is \$39 and \$33 for each household member or volunteer (per fingerprint card). The individual must submit a check or money order made payable to the "Treasurer of the State of Indiana" when he/she returns the completed fingerprint cards and forms to the local DCS office or LCPA. The individual should NOT submit this payment at the ISP post or local LEA office where the prints are taken. For adoptions, an eligible prospective adoptive parent may seek reimbursement for the fee (see separate policy, [Non-Recurring Adoption Expenses](#)).

#### **Special Fingerprinting Issues**

- Homebound: If an individual is homebound and cannot appear at a facility for fingerprinting, the FCM should contact the ISP Post (or local LEA office if an MOU exists) and request that an officer be sent to the individual's home to conduct the fingerprinting.
- Unreadable Prints: For a variety of reasons, an individual's fingerprints may be unreadable. When this happens, ISP will send notification to the local DCS office where the child's case resides. The individual will be asked to make a second attempt at being fingerprinted. If the second set of fingerprints are also unreadable, ISP will coordinate with the FBI to allow for a Name-Based National Criminal History Report to be generated without follow-up fingerprints.

#### **Checking the Status of a Fingerprint-Based National Criminal History Report**

To learn the status of a Fingerprint-Based National Criminal History Report, the FCM should contact his/her local office director (or the director's designee). Each local office director has access to an Excel file that resides on the DCS central office server. The file is updated regularly with the date that central office receives a Fingerprint-Based report from ISP headquarters and the date the report was mailed to the local DCS office.

**Disclosing National Criminal History Check Information to the Subject of the Check**

DCS may disclose the specific crimes that disqualified the applicant from licensure or placement. This information may only be disclosed to the subject of the check **if** the placement/licensing decision is challenged. The subject of the check may challenge the decision by asking for specific details of the crimes that resulted in the denial.